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26 March 1956

[REDACTED]
FROM: Chief, Management Staff

SUBJECT: Establishment of T/O for Planning Staff

1. The Planning Staff requires two additional positions; one GS-15, Planning Officer and one GS-7, Secretary-Stenographer.

2. Therefore, immediate action is requested to establish a Planning Staff Table of Organization of five positions. In addition to the two positions mentioned in paragraph 1, the positions on the DD/S T/O occupied by [REDACTED] GS-16, [REDACTED] GS-15, and [REDACTED] GS-7, will be incorporated in the T/O change.

3. The Planning Staff, therefore, will consist of the following positions:

Special Planning Assistant	GS-16
CIA Emergency Planning Officer	GS-15
*Planning Officer	GS-15
Secretary-Stenographer	GS-7
Secretary-Stenographer	GS-7

SSA-DD/S(Pers) [REDACTED] ekc

Rewritten:KKA:vld

Distribution:

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[REDACTED]
Special Support Assistant
to the

Deputy Director (Support)

*APPROVAL: except for grade of Planning Officer which will be left open pending the selection of the individual to fill this position.

1 - DD/S chrono

1 - DD/S subject: Cam 5 DDS

/s/ L. K. White

/s/ LKW

Deputy Director (Support)

21 April 1956

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